



COMMONWEALTH of VIRGINIA

DEBRA FERGUSON, Ph.D.
COMMISSIONER

DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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January 7, 2015

TO: DBHDS Licensed Private Providers

FROM: Debra Ferguson, Ph.D.
Commissioner

SUBJECT: Criminal Background Investigations: Fee Increase

Effective **February 1, 2015**, the DBHDS fee for criminal background requests will increase from \$50 to \$60 due to the rising cost of administrative functions associated with the program (i.e. postage, volume of requests, processing time).

Enclosed is Form #002 (*Statement of Authorization of Payment to DBHDS*) which has been revised to reflect this increase and must be signed and submitted by fax at (804) 692-0060 or by e-mail to malinda.roberts@dbhds.virginia.gov on or before **February 1, 2015**. Please note in order for any background checks to be processed after February 1st, the updated form must be on file with the Background Investigations Unit.

The *DBHDS' Licensed Private Providers Criminal Background Checks Procedures* have also been revised to reflect this increase. Please replace pages 2, 4, 8 and forms 002, 003, and 004 of the current procedures with the enclosed revisions.

Thank you for your continued attention to these important changes as they reflect our commitment to provide quality services to our consumers. If you have any questions regarding the Criminal Background Investigations program, please contact Malinda Roberts at (804) 786-6384, Diane Anthony at (804) 786-5859, or Stacy Pendleton at (804) 786-6326 in our DBHDS' Background Investigations Unit.

Enclosures

c: Kathy Drumwright
Don Darr
Chanda Braggs
Stacy Pendleton
Malinda Roberts
Diane Anthony